

California Energy Commission



CLASSIFICATION: Associate Governmental Program Analyst

TENURE: Limited Term

TIME BASE: Full Time

SALARY: \$4,400.00 - \$5,348.00

LOCATION: Energy Generation Research Office
Energy Systems Research Office

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

Under the direction and supervision of the Energy Commission Supervisor II (TED), the incumbent serves as part of interdisciplinary and/or interdivisional teams, to implement the Research and Development (R&D) Program. The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent performs a variety of consultative and analytical activities to coordinate and support Division and Program activities.

While performing the duties described below, the incumbent will be required to work alone and/or in a team environment using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers. The incumbent will participate in and lead meetings with staff from the Energy Commission and with other agencies.

- Project Funding Agreement Development and Review. Individually or as a member of a team, the incumbent will lead R&D staff in the development of the work statement, budget, schedule of deliverables, special conditions, technical and economic objectives to be used to determine project success, and other materials necessary to finalize the funding agreement document for projects within the R&D program. These funding agreements will include, but not be limited to, contracts with public and private entities, work authorizations with universities and state colleges, collaborative research agreements, and memberships. In addition, the incumbent will schedule and lead team meetings with the Legal Office, Contracts Office or Grants and Loans Office and the R&D Project Manager to review and approve completed funding agreement packages.
- Contract Streamlining. The incumbent will create new forms and templates, as needed, to streamline the funding agreement process. The incumbent will independently assess when templates need to be revised. The incumbent will be independently responsible to ensure that the revised templates meet or exceed the expectations set by the Legal Office, Contracts Office, and/or the Grants and Loans Office. The incumbent will correct the Project Information Management System (PIMS) database files for future agreements and work with PIMS to update and modify the business application process, as needed.
- Contract Management. The incumbent will prepare the work statement, budget, schedule, and special conditions, and other materials necessary to finalize the funding agreement and contract document. The incumbent will establish and maintain a business relationship with the contractor; approve contract amendments; receive and review contractor's monthly progress reports. The incumbent will verify that all contract terms and conditions have been met before approving invoices, and, if necessary, dispute a particular invoice; review work conducted by

the contractor; and make site visits. The incumbent will brief (both orally and in writing) Office, Division, and Commission management on the contract status.

- Analyze Reports. The incumbent will independently analyze technical reports and consult with senior division management regarding potential changes to the technical information.
- Other Duties as Required. Perform other duties as required consistent with the specification of the classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #540-555 and Position #5400-5393-804 the explanation section of the STD. 678.**

PLEASE NOTE: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Jill Ford – RPA# 540-555
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 653-4521
personnelservices@energy.ca.gov

**California Relay (Telephone) Service for the
Deaf or Hearing-Impaired**
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922